

Budgeting my project idea

This is a guide to help you prepare your budget. Please note this list is not exhaustive and every project will be different. Read it with the guidelines.

Step 1: timeframes and activities	To help you think about your project costs, work through each of the key stages of your project. These might be planning, delivery, evaluation and project close.
Step 2: costs	<p>Next, think about the <i>direct</i> and <i>indirect</i> costs involved with each activity in each project stage.</p> <p>To help you, you can:</p> <ul style="list-style-type: none"> • Talk to your partner organisation • Call for quotes • Compare notes with someone who has done a similar project. <p>Make sure you include GST.</p>
Direct costs	<p>Direct costs refer to the resources that are actually used on the project. This could include:</p> <ul style="list-style-type: none"> • Project administration: refers to the overall management and administration costs to make your project happen. The guidelines specify that this can be up to 10% of your project budget for projects less than \$100,000, and up to 15% for projects greater than \$100,000. Make sure you discuss this with your partner organisation. • Specialist skills and services: this could include payment for a trainer, teacher or trades people. • Supplies/permits/insurances: this could include items or supplies used for the project, any special permits or licenses, any special insurances needed for venues or events. • Publications (print and online): Printing publishing or copying brochures, invitations, reports, books, reprints, website or marketing materials.
Indirect costs	<p>Think about any costs that are not so obvious, such as:</p> <ul style="list-style-type: none"> • Internet data use • Phone calls • Fencing around construction sites • Surveyor approvals.
Step 3: contingency	Even the best-planned projects experience unexpected challenges! Make sure you prepare for any surprise costs by including a contingency amount, which is usually 5% of your total budget.
Step 4: submit	Once you've worked out all your costs, you're ready to fill out your application form online.

Pick My Project - Budget advice

Example Project

Title: Urban farming for people experiencing homelessness

Project description: A skills program run through an existing local community garden. The program aims to:

- Provide training for people experiencing homelessness
- Provide food to the community kitchen
- Build confidence of vulnerable community members to re-enter the workforce.

Example Budget

Project Activities	Cost
<i>Project admin (such as salaries for overseeing the delivery of the program)</i>	
Project administration costs (1 day a fortnight @ \$25/hr, 52 weeks)	\$5,200
<i>Planning stage</i>	
General office supplies	\$200
Source materials (such as seeds, soil, worms, tools, planting trays)	\$10,000
Insurance costs (such as Public Liability Insurance)	\$500
Compliance with local laws or permits (such as beehives, food handling)	\$500
2x Workshops with staff and volunteers to design training modules (such as room hire, catering, facilitator or reporting)	\$2,500
Site preparation (such as mulching/clearing space/removalists/cleaners)	\$2,000
Print training module materials (such as handouts)	\$500
Utilities (such as water, electricity, internet costs)	\$250
<i>Delivery stage</i>	
Transportation costs (such as delivery of gardening materials like soil)	\$1,600
Educators fee (\$50 per hour, 2 day a week, 52 weeks)	\$39,000
General office supplies	\$200
Site upkeep (such as mulching / clearing space / weeding / venue cleaning)	\$400
Utilities (such as water, electricity, internet costs)	\$250
<i>Closing stage</i>	
Lessons learned workshops	\$1,250
Marketing (sharing project successes on social media or in local print)	\$500
Contingency 5%	\$3,243
TOTAL (including GST)	\$68,093